

LEAVES OF ABSENCE, HOLIDAYS, AND BOARD RULES:

SECTION 1: Leaves of Absence--Police and Fire

A. Leaves of absence are classified as follows:

1. Leave of absence with pay
2. Leave of absence without pay
3. Absence without leave and pay

B. Sick leave:

1. Each employee of the classified service shall be entitled to and given, with full pay, sick leave aggregating not less than fifty- two (52) weeks during a calendar year for any sickness or injury or incapacity not brought about by the employee's own negligence or culpable indiscretion. Any employee of the classified service who draws such full pay during sick leave shall have such pay decreased by the amount of workman's compensation benefits actually received by such employee. Classification of leave of absence for the forementioned will be "Leave of Absence With Pay".
2. Sick leave may not be used for absences incurred because of attendance to personal affairs. Any employee on sick leave is expected to diligently pursue full recovery and any activity which is contrary to this endeavor may be the basis for disciplinary action which could include termination.
3. When an employee of the classified service is ill and cannot report for duty, it is the employee's responsibility to notify the supervisor or the person designated by the chief of the department not later than one (1) hour prior to the start of the assigned duty period. Failure to call, as indicated above, will result in the forfeit of pay, as it is classified as "absence without leave and pay."
4. Sick leave is applicable to maternity claims. Maternity leave commences when a doctor certifies that the employee cannot perform all of the duties of her position and light duty within her classification is not available.
5. No cash payment may be made for accumulated sick leave. Should any illness last longer than four (4) calendar days, the employee is required to submit a doctor's certificate indicating the illness or condition which justified the absence, as well as the probable duration of the illness. For failure to produce a doctor's certificate for any illness over four (4) days, the employee will be classified as "absent without leave and pay." Should any employee of the classified service abnormally absent themselves

before or after their scheduled days off, or at any other time, the employee will be required to submit a doctor's certificate should the absence be for only one (1) calendar day.

C. Funeral Leave

1. Funeral leave in the event of an immediate family death shall be authorized without loss of pay or leave time not to exceed three (3) consecutive days, one of which shall be the day of the funeral, except in extenuating circumstances endorsed by the employee's chief.
2. An employee's immediate family is defined to consist of parents, spouse, brother or sister, grandparents, children, step-children who reside with the employee, and spouses's mother and father, if employee and spouse are not separated or divorced.
3. If an employee of the classified service has a death in their immediate family and cannot report for duty, it is the employee's responsibility to notify the supervisor or the person designated by the chief of the department not later than one (1) hour before he is scheduled to report to duty.

D. Examinations

1. Each employee of the classified service will be granted "leave of absence with pay" to take any municipal fire and police civil service examination.
2. Provisional employees are granted "leave of absence with pay" to take a municipal fire and police civil service examination for the class which they hold provisionally.

E. Civil Leave

1. Absence because of jury duty is "leave of absence with pay." However, the jury notice must be presented to the chief of the department or to the person designated by the chief to receive such notice at least five (5) days in advance of such jury duty. An employee shall be authorized to take leave time when performing jury duty, when subpoenaed to appear before a court, public body, or commission, or when performing emergency or civilian duty in connection with national defense. The city will pay the difference between pay earned for the special duty and the employee's regular pay from the city.

F. City, District Court or Civil Service Board Attendance

1. Attendance in city or district court on departmental business is with pay provided that the attendance is ordered by subpoena or other court order. Should any employee of the classified service be required to be in attendance in court on their off time, such time shall be compensated at a rate as provided by state law. Each member of the classified service must present to the chief of the department or the person designated by him, any such notice to appear in court at least one (1) day in advance of such court attendance.
2. Each departmental representative shall be granted leave of absence with pay for the duration of any civil service board meeting which the employee representative attends, or for any time required to assist with civil service examinations.
3. Departmental board representatives shall not be paid overtime pay or be granted compensatory time for attendance of any civil service board meetings or for any time required to assist with civil service examinations during their regular off days.

G. Military Leave with Pay

An employee shall be authorized to take leave without loss of pay or vacation leave time when performing emergency military duty or participating in the two-week annual training duty required by membership in a reserve unit of the U.S. Armed Forces or the Louisiana National Guard, for a maximum of fifteen (15) work days, as provided by Revised Statute 42:394. Each member of the classified service shall give such notice of ordered duty at least thirty (30) days in advance to the chief of the department. Should the employee be called out on an emergency basis, he should contact his supervisor, the chief of the department, or the person designated by him to receive such notice.

H. Military Leave without Pay

1. Any regular and permanent member of the classified service called into the Armed Forces, will be carried on military leave without pay until the employee returns to duty. The employee is required to notify the chief of the department or the person designated by him to receive such notice and this board when he receives such notice.
2. Any regular and permanent member of the classified service who is called into the Armed Forces will be allowed to take whatever annual leave to which the employee may be entitled.

3. Provisional employees will not be granted a military leave of absence. They shall be required to resign or be dropped from service.
4. Any member of the classified service who is a member of the National Guard or in the Reserves of the Armed Forces, upon being ordered to active duty, shall be given any leave due the employee in Section G. Should the individual have used all leave to which the employee is entitled (in Section G), then the employee shall be granted military leave without pay.

I. Personal Time Off

1. Each member of the classified service may apply to the chief of the department for personal time off when such time off will not exceed two (2) days and this leave is classified as "leave of absence without pay."
2. Any member of the classified service taking personal time off without applying for same shall be considered as "absent without leave or pay."

J. Annual Leave - Fire and Police

1. Each full-time employee of the classified service after having served one year, shall be entitled to an annual vacation of eighteen (18) calendar days with full pay. This vacation period shall be increased one day for each year of service over ten (10) years, up to a maximum vacation period of thirty (30) days all of which shall be with full pay. The vacation privileges herein provided for shall not be forfeited by any member of the department for any cause, nor may any cash payment be made in lieu of vacation.
2. All employee vacation schedules must be approved by the supervisor at least two (2) weeks before any vacation is to begin. Employees with the greatest departmental seniority will have priority on the scheduling.

K. Holidays

Each member of the classified service shall be granted "Leave of Absence with Pay" on the following legal holidays: Christmas Eve, Christmas, New Year's Day, Martin Luther King's Birthday, July 4, Labor Day, Thanksgiving Day, Day after Thanksgiving, National Memorial Day, Easter Day.

Should a member of the classified service work assignment be such that the employee is scheduled to work on a legal holiday as set by this board, the employee will be paid an

additional compensation of one (1) times the normal rate of pay.

L. Seniority - Special Leave

Special leave without pay up to thirty (30) days may be granted by the appointing authority when such leave would be in the departmental interest. Any such leave exceeding thirty (30) days must first be approved by the civil service board and if approval is granted the board will determine, at that time, if departmental seniority is to be interrupted or continued.

M. Compensatory Time

1. For each hour of overtime worked, a member of the classified service may receive, in lieu of overtime compensation, compensatory time off at a rate not less than one and one-half hours for each hour of employment for which overtime compensation is required.
2. The work of an employee for which compensatory time may be provided, may not exceed four hundred eighty (480) hours of compensatory time for hours worked. Any such employee who has accrued four hundred eighty hours of compensatory time off shall, for additional overtime hours worked, be paid overtime compensation. Such overtime compensations shall be paid at the regular rate earned by the employee at the time the employee receives such payment.
3. An employee who has accrued compensatory time off, shall upon termination of employment, be paid for the unused compensatory time at a rate of compensation not less than:
 - (a) The average regular rate received by such employee during the last three years of employee's employment; or
 - (b) The final regular rate received by such employee, whichever is higher.
4. An employee who has accrued compensatory time off and who has requested the use of such compensatory time, shall be permitted by the department chief or person designated by him, to use such time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt the operations of the department.

N. Family Medical Leave

Each full-time employee of the classified service after having served one (1) year, shall be entitled up to twelve (12) weeks of unpaid leave, without credit for departmental seniority when appropriate documentation is supplied to the Appointing Authority for those reasons provided by Public Law 103-3 (Family and Medical Leave Act of 1993).

An employee will be required to first exhaust any or all compensatory time and any or all accumulated leave time before being granted unpaid leave without seniority.

O. Leave for Specialized Disaster Service Volunteer

1. Any employee who is a trained disaster volunteer of the American Red Cross may be granted leave from his regular work assignments, with pay, and without loss of seniority, annual leave, sick leave, or earned overtime or compensatory time accumulation, for any period not to exceed fifteen (15) work days in any twelve (12) month period, to participate in specialized disaster relief services for disasters designated at Level III or above in the American Red Cross Regulations and Procedures.
2. Leave may be granted upon written request of the employee to the appointing authority which shall include certification of the employee as a trained American Red Cross disaster volunteer, the nature and location of the disaster, anticipated duration of the leave, nature of services required, certification by an official of the American Red Cross that the employee's services are needed, and the identity and title of the official of the American Red Cross to whom the employee is to report.

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